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REQUEST TO SPEAK ONLINE MANUAL

The Request To Speak program allows you to sign up online to speak on a bill that is to be heard in a legislative standing committee. You must first have already created an account at the Senate.
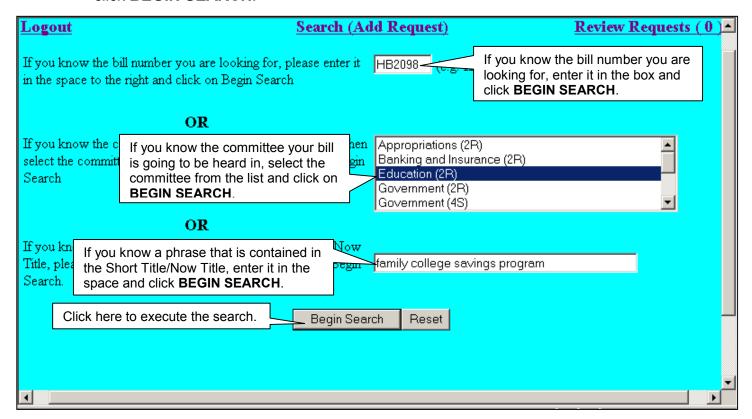
Logging On

1. Sign in with your username and password.

Search (Add Request)

2. There are 3 ways to find a bill:

    1. If you know the bill number you are looking for, enter it in the box and click **BEGIN SEARCH**.
    2. If you know the committee your bill is going to be heard in, select the committee from the list and click on **BEGIN SEARCH**.
    3. If you know a phrase that is contained in the Short Title/Now Title, enter it in the space and click **BEGIN SEARCH**.

3. For this example, select the committee name and click **BEGIN SEARCH**. Select a bill and click **CHOOSE BILL**.

4. Fill out all necessary information and click **SUBMIT INFORMATION**.

Logout　　　　　**Search (Add Request)**　　　　　**Review Requests (0)**

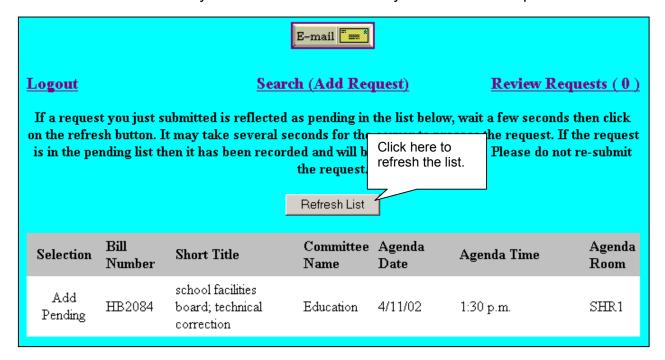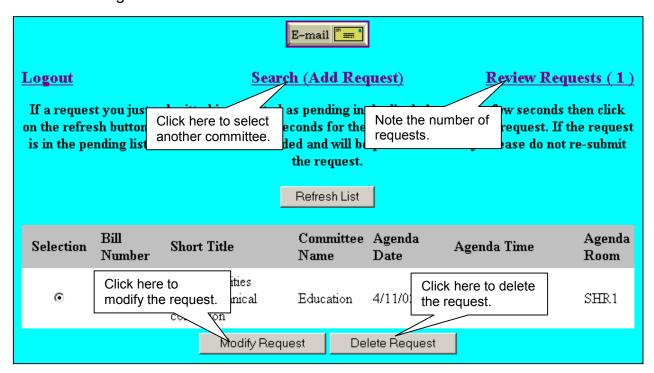|	
Bill Number	HB2084
Short Title	school facilities board; technical correction
	(NOW: school districts; boundary adjustment
Session	Forty-fifth Legislature - Second Regular Session
Committee Name	Education
Agenda Date	4/11/02
Agenda Time	1:30 p.m.
Agenda Room	SHR1

What organization are you representing? `Self`

What is you stance on the bill?
◉ For　　○ Neutral　　○ Against

Comments (Optional)
```
I am for this bill but would like to discuss potential problems that may
occur.
```

Click here to submit information to the committee chairman.

Click here to reset the form.

Do you wish to be heard?
◉ Yes　　○ No　　○ If Necessary

`Submit Information`　`Reset`

5. While your request is being processed, **Add Pending** will show next to your bill. Click the **REFRESH LIST** button on your browser to make sure your bill has been processed successfully.

`E-mail`

Logout　　　　　**Search (Add Request)**　　　　　**Review Requests (0)**

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for th_____ _____ __ ___ the request. If the request is in the pending list then it has been recorded and will b__ _____ __ ___. Please do not re-submit the request.

Click here to refresh the list.

`Refresh List`

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room
Add Pending	HB2084	school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1

6. A successfully processed request will look like the following window. Note the number of requests has changed. You can modify or delete the request. Click the **SEARCH (ADD REQUEST)** link to select another agenda.
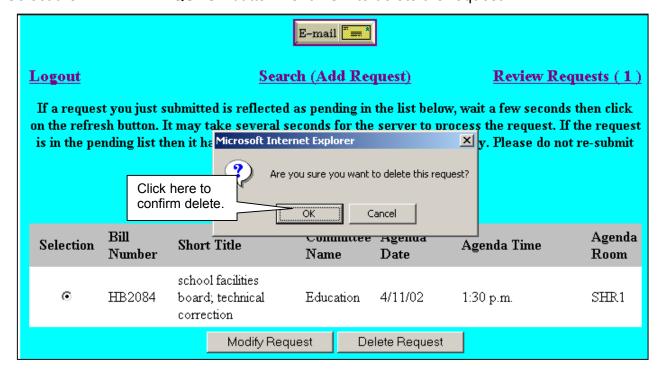

Modifying A Request

7. Select the **MODIFY REQUEST** button to make changes to your request. Click **SUBMIT INFORMATION** to submit modifications to the chairman.
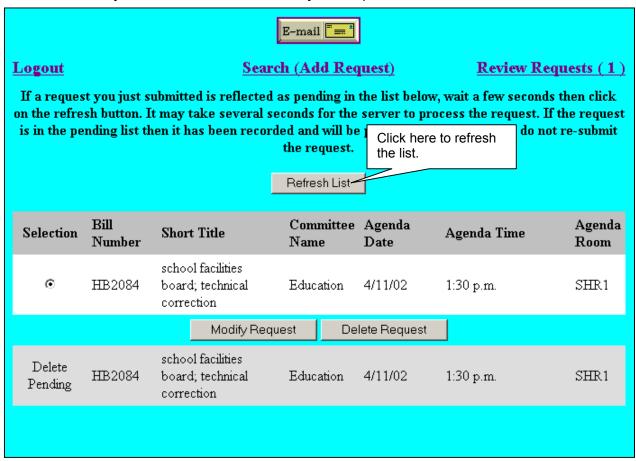
Deleting A Request

8. Select the **DELETE REQUEST** button. Click **OK** to delete the request.
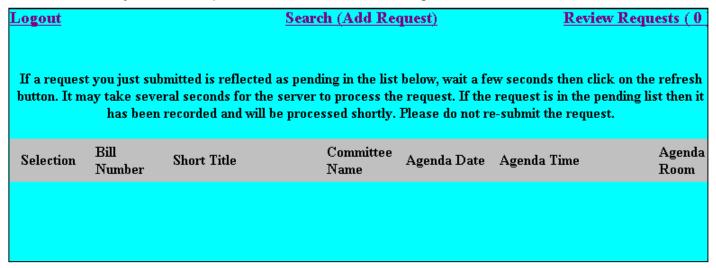
9. Click **OK**.

10. While your request to delete is being processed, **Delete Pending** will show. Click the **REFRESH LIST** button on your browser to make sure your request is deleted.

E-mail

Logout   **Search (Add Request)**   **Review Requests (1)**

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If the request is in the pending list then it has been recorded and will be | do not re-submit the request.

Click here to refresh the list.

Refresh List

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room
⦿	HB2084	school facilities board; technical correction	Education	4/11/02	1:30 p.m.	SHR1

Modify Request   Delete Request

| Delete Pending | HB2084 | school facilities board; technical correction | Education | 4/11/02 | 1:30 p.m. | SHR1 |

11. A successfully deleted request will look like the following window.

Logout   **Search (Add Request)**   **Review Requests (0**

If a request you just submitted is reflected as pending in the list below, wait a few seconds then click on the refresh button. It may take several seconds for the server to process the request. If the request is in the pending list then it has been recorded and will be processed shortly. Please do not re-submit the request.

Selection	Bill Number	Short Title	Committee Name	Agenda Date	Agenda Time	Agenda Room

Logging Out

12. Click the **LOGOUT** link from the top of the window to log off.